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January 25, 2011

**TO: ALL APPRENTICE APPLICANTS AND OTHER INTERESTED PARTIES**

**RE: SELECTION PROCEDURE FOR THE MONTANA CARPENTER'S APPRENTICESHIP PROGRAM**

**1) EQUAL OPPORTUNITY PLEDGE**

The recruitment, selection, employment and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30, and the Montana State Plan for Equal Employment Opportunities in Apprenticeship.

**2) QUALIFICATIONS FOR APPRENTICES**

- A. Applicants must be at least 18 years of age (Verifiable proof of age documentation required).
- B. Applicants must have and submit a copy of their High School Diploma, G.E.D. or a College transcript (from a US Dept of Education or CHEA accredited school) with their application.
- C. Applicants must be physically able to perform the work of the trade.
- D. Applicants must successfully complete (grade of 70% or higher) a six hour Pre-Hire Rate & Rank Session.

**4) NOTE**

***Apprenticeship IS NOT part-time or summertime employment.*** Apprentices who have successfully completed their apprenticeship have noted that it is very helpful to possess basic aptitudes necessary to acquire the skills of the trade and they were also prepared to furnish their own hand tools, which is a requirement of this Apprenticeship.

**3) SELECTION PROCEDURE**

To make application for the apprenticeship program, the applicant must sign for an apprenticeship application at one of the following offices. ***The application must be completed and returned with required documentation. Applications will not be accepted without the required documentation.*** Applications will be taken year around. Applicants will be invited to an Apprentice Qualification six hour Pre-Hire Rate & Rank Session. During the six hour Pre-Hire Rate & Rank Session applicants will receive information about Apprenticeship in a classroom setting. Individual oral interviews and a written evaluation of basic math will follow the information session. To be eligible to enter the apprenticeship program, all applicants must attend and successfully complete (grade of 70% or higher) this Pre-Hire Rate & Rank Session unless they qualify as a "Direct Entry" applicant.

**4) LIST OF LOCAL OFFICES ACCEPTING APPRENTICESHIP APPLICATIONS**

Billings Local #1172 530 S 27 <sup>th</sup> Street Billings, MT 59101 (406) 259-6911	Bozeman Local #557 422 E. Mendenhall Bozeman, MT 59771 (406) 587-7690	Butte Local #112 156 W. Granite Butte, MT 59702 (406) 782-8542	Great Falls Local #286 1112 7 <sup>th</sup> Street South Great Falls, MT 59405 (406) 453-1301
	Helena JATC 780 Carter Drive Helena, MT 59601 (406) 443-3255	Missoula Local #28 208 East Main Street Missoula, MT 59802 (406) 549-8067	<b>Application also available on the web site at: <a href="http://www.montanacarpenters.com">www.montanacarpenters.com</a></b>

The Montana Carpenters Joint Apprenticeship and Training Committee has adopted an Affirmative Action Plan that has been approved by the Montana Apprenticeship and Training Program. Representatives of the Committee are available to talk to interested groups about our programs. If you are interested in having someone speak to your group about our Apprenticeship Program or have other questions please contact: David de Fer; Training Director at (406) 443-3255.